Miami Dade College
SCHOOL OF EDUCATION

Security Clearance Card
CHECKLIST

Step 1

Schedule your Miami-Dade County Public Schools (M-DCPS) fingerprinting appointment, by the first week of the semester.

To schedule your appointment:
1. Visit hr.dadeschools.net
2. Click on Personnel Services and Fingerprinting
3. Click on Overview +
4. Select Intern Scheduling System
5. Make the appointment

Step 2

You will need the following items for your fingerprinting appointment at the M-DCPS Fingerprint Office:

- A valid ID (e.g., license, passport, Florida ID)
- Social Security Card for U.S. students OR passport for international students
- $99 Fee: Pay by Visa, MasterCard or Money Order: "School Board of Miami-Dade Fingerprinting"
- Service Provider Input Document

Step 3

Use the QR Code or link below to fill out the Security Clearance Card Request Form.

This form should be submitted **after** you have been fingerprinted by M-DCPS:

https://miamidade.co1.qualtrics.com/jfe/form/SV_9HzOHpoFi06VzF4

Step 4

Check your MDC student e-mail periodically for updates regarding your clearance status.

- You will receive an e-mail from clearancecard@mdc.edu, 2-3 weeks AFTER submitting your fingerprints to M-DCPS. If you do not receive an e-mail within 3 weeks of your appointment, please send an e-mail to clearancecard@mdc.edu.

- If you requested a replacement card or if you are an M-DCPS employee, you will receive an email as soon as your clearance has been verified by M-DCPS.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
SERVICE PROVIDER INPUT DOCUMENT

MDC Student ID #   _____- _____- _____   (REQUIRED)

Social Security #   _____- _____- _____

Last Name _____   First _____ MI _____

AKA _____

Sex _____   EEO _____   Birth Date _____

Permanent Address _____

_____

City _____   State _____   Zip Code _____

Phone Number _____

_____

Date _____

To the Office of Fingerprinting:

I request that the above mentioned person be fingerprinted to provide services to students as a

SOE Academic-Service Learning/Clinical Experience and/or Educator Preparation Institute…

(Coach, Outreach Support, Intern, Agency Employee).

Dr. Carmen Concepcion   Miami Dade College
    Name Typed   School of Office

Dr. Carmen Concepcion
    Signature

Fingerprinting payment and processing procedures are located on the back of this form.